



Carbon Reduction Plan

Reporting Year 2024

Supplier Name: Oyster Information Management Solutions Limited

Publication date: 25 June 2025

1. Commitment to achieving Net Zero

Oyster Information Management Solutions Limited is committed to achieving net zero emissions by 2050, the UK target date at the latest.

2. Baseline Emissions Footprint - Baseline Year 2021

Baseline emissions are a record of the greenhouse gases that have been produced in the past and were produced prior to the introduction of any strategies to reduce emissions. Baseline emissions are the reference point against which emissions reduction can be measured.

Our emissions footprint is calculated using Government and Carbon Trust KgCO₂e conversion figures and formulae.

Oyster IMS has not previously assessed or reported emissions, so the report below should be considered as our baseline.

EMISSIONS – All figures based on actuals to date	Total (tCO₂e)
Scope 1 - direct emissions from owned or controlled sources	0
Scope 2 - indirect emissions from generation of purchased fuels:	
Office electricity consumption - actual billed KgCO ₂ e	2.2
Allowance for staff on average working from home	10.4
Scope 3 - all other indirect emissions	
Employee rail commute	0.4
Business travel by car	1.7
Business travel by train	0.6
Total Emissions	15.3

3. Current Emissions - Reporting Year 2024

Our emissions footprint is calculated using Government and Carbon Trust KgCO₂e conversion figures and formulae.

EMISSIONS – All figures based on actuals to 31st December 2024	Total (tCO₂e)
Scope 1 - direct emissions from owned or controlled sources ¹	
Scope 2 - indirect emissions from generation of purchased fuels:	
Office electricity consumption - actual billed KgCO ₂ e	
• 9939 kWh of electricity at 0.20705 kgCO ₂ e/kWh ⁺⁺⁺	2.06
Allowance for staff on average working from home	
• 60% home working for 26 employees	9.79
Scope 3 - all other indirect emissions	
Upstream transportation and distribution ²	0
Waste generated in operations ³	0

Business travel <ul style="list-style-type: none"> Flights (based on 15 annual return trips FROM London to Dublin) = 2.56 3000 miles in a Average Car Petrol Hybrid Car Average petrol hybrid car = 0.61 Business travel by bus and rail = 0.58 	3.75
Employee commuting <ul style="list-style-type: none"> 7000 miles travelled by national rail 3000 miles travelled by tube 200 miles travelled by taxi 	0.58
Downstream transportation and distribution ²	0
Total Emissions	16.18
Employees	26
Carbon Intensity (tonnes CO₂/ employees)	0.622

+++ Conversion factor for 2024 taken from <https://www.gov.uk/government/publications/greenhouse-gas-reporting-conversion-factors-2024>

1. Oyster IMS has not owned or controlled sources that would give rise to direct emissions
2. Oyster IMS is a service-based business with no physical products being transported
3. Oyster IMS is a small office-based business with no formal waste monitoring and the emissions arising from the generated waste are negligible

4. Comparisons

EMISSIONS – All figures based on actuals to date	Baseline Year - 2021 (tCO ₂ e)	2024 (tCO ₂ e)
Scope 1 - direct emissions from owned or controlled sources	0	0
Scope 2 - indirect emissions from generation of purchased fuels:	0	0
Office electricity consumption - actual billed KgCO ₂ e	2.20	2.06
Allowance for staff on average working from home	10.4	9.79
Scope 3 - all other indirect emissions		
Employee commute	0.4	0.58
Business travel	2.3	3.75
Total Emissions	15.3	16.42
Total Employees	22	26
Carbon Intensity (tonnes CO₂/ employees)	0.70	0.62

5. Emissions Reduction Targets

We remain committed to decreasing our carbon emissions per employee (Carbon Intensity) over the next two years by 22% from the Baseline Year. This will mean our Carbon Intensity figure will need to be 0.54. To date, the figure has reduced by 11.4%.

6. Completed and Planned Carbon Reduction Initiatives

Oyster IMS has already instituted a number of green initiatives over the previous 24 months including:

- Moving to LED/PIR lighting

- Ensuring recycling of all office waste where possible
- Use of 100% recycled printer paper
- Review of cleaning contract to employ environmentally friendly cleaning company

In October 2021 Oyster IMS instituted an Environmental, Social and Governance (ESG) Group to make recommendations to the business in each of these areas.

These may include measures such as:

- Certification schemes like ISO14001 or PAS 2060
- Signing up to Science Based Targets (SBTi)
- Specific measures we choose to adopt such as:
 - Review and reduction of working-from-home emissions
 - Changes to policy resulting in a reduction in company travel and flights
- Investigate measures for Oyster IMS and our supply chain to offset the carbon footprint

The group initiated a new Cycle to Work scheme for employees of Oyster IMS which is currently being implemented.

In 2025, we intend to begin investigating Carbon Offsetting projects to further reduce our Carbon Intensity.

7. Declaration and Sign Off

This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance and reporting standard for Carbon Reduction Plans.

Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard and uses the appropriate Government emission conversion factors for greenhouse gas company reporting.

Scope 1 and Scope 2 emissions have been reported in accordance with SECR requirements, and the required subset of Scope 3 emissions have been reported in accordance with the published reporting standard for Carbon Reduction Plans and the Corporate Value Chain (Scope 3) Standard.

This Carbon Reduction Plan has been reviewed and signed off by the Board of Directors.

Signed on behalf of the Supplier:

Signature: *Josef Elliott*

Name: **Josef Elliott**

Position: **Managing Director**

Date: **25 June 2025**